


ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
Weekly Staff Notes, 12-16 November 1984				
FROM: C/OC-MLS			EXTENSION	NO. OC-2059-84
				DATE 21 November 1984
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. D/CO	21 NOV 1984	21 NOV 1984	<i>[Signature]</i>	
2. DD/CO	21 NOV 1984	23 NOV 1984	<i>[Signature]</i>	
3. OC-EXA	23 NOV 1984	23 NOV 1984	<i>[Signature]</i>	
4. OC/OL/IMC (Archives)				
5.				
6.				
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14.				
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~~SECRET~~

OC-2059-84
21 November 1984

MEMORANDUM FOR: Director of Communications

25X1 FROM:


Chief, Management and Liaison Staff, OC

SUBJECT: Weekly Staff Notes, 12-16 November 1984

25X1 1. The impact statement for FY-85 budget reductions was provided to the DDA.

3. The OC Annual Statistics Report is in its final stage of preparation. It shows a 12 percent increase in narrative messages and a 21 percent increase in data records processed in the network in FY-84.

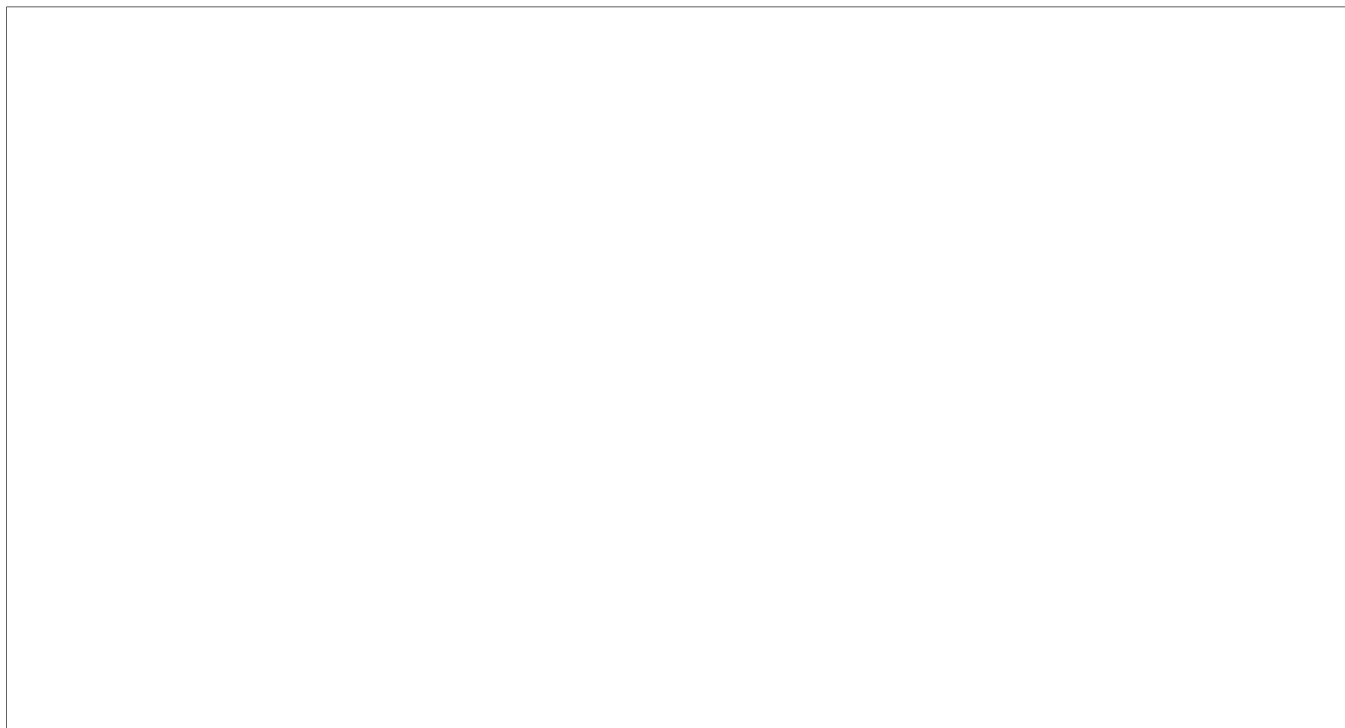
25X1 4. The FY-85 requirements costed during the November 1983 solicitation for new communications service requirements exercise are being sorted out. Those requirements which cannot be identified as being worked on by the OC Divisions will be reconciled with the respective Agency Directorate. Our goal is to ascertain if there are approved FY-85 requirements in the budget not known by OC.

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S E C R E T

SUBJECT: Weekly Staff Notes, 12-16 November 1984

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9. [] has accepted our proposal that the TCO and staff be assigned the duties of CRAFT System Manager (CSM) and a [] member of the station be assigned the duties of CRAFT System Administrator (CSA).

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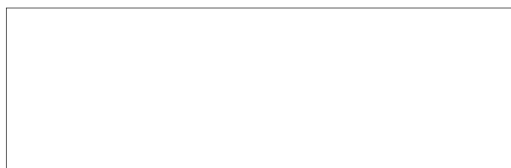
10. Real Estate and Construction Division, OL (RECD/OL), at the request of MLS/LOG, is in the process of obtaining the contractual services of [] cleared A&E firm to assist the Foreign Networks Division in minor A&E projects.

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11. Procurement Management Staff, OL (PMS/OL) is drawing up delegation of contracting authority for our Contracting Staff. These delegations will be formally presented to [] and [] by the D/OL sometime this week.



Distribution:

Original - D/CO, DD/CO, OC-EXA, OC/OL/IMC (Archives)

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